

FINAL GRADES FOR FALL 2024

Grades must be entered via Self-Service (Academic Planning)

- **Final grades are normally due 72 hours after YOUR SCHEDULED FINAL EXAM.** If you are not holding a final exam, please submit grades as soon as possible after the last class, (but no later than the deadline for your scheduled final exam).
- **THE COLLEGE WILL BE CLOSED FOR THE DECEMBER BREAK FROM MONDAY, DECEMBER 23 THROUGH WEDNESDAY, JANUARY 1.** As a result, all grades need to be entered by **Noon on Monday, December 23rd. THIS APPLIES TO ALL FALL COURSES AND ALL STUDENTS!**
- **ALL GRADES MUST BE IN BY MONDAY, DECEMBER 23rd IN ORDER FOR THE COMMITTEE ON ACADEMIC STANDING TO REVIEW RESULTING GRADES AND NOTIFY STUDENTS OF SUSPENSION AND EXPULSION DECISIONS IN TIME FOR THE STUDENT TO APPEAL PRIOR TO THE SPRING TERM.** Please note that the Dean of Students and Registrar's Office will not be available during the holiday shutdown. If you need to make any special arrangements in order to have your final grades submitted on time, please have these in place before Friday, December 20th.
- ***If you are planning to leave Clinton for the BREAK,*** please arrange to have your grades turned in BEFORE you leave. PLEASE verify that your grades were processed before you leave and provide a number where you can be contacted.
- Students will be instructed to contact faculty directly for any missing grade information.

INCOMPLETES – Any grade of INCOMPLETE must have been approved in advance by the Dean of Students Office. Please refer to the [Incomplete Policy](#) for details or contact Adam Van Wynsberghe with questions (avanwyns@hamilton.edu). Note: Faculty will NOT be able to enter a grade for an Incomplete online. Please leave the grade for approved Incompletes blank.

The Registrar's office is open Monday-Friday from 8:30 am - 4:30 p.m.

For any additional information, please email:

Shannon Farrell at sfarrell@hamilton.edu or
the Registrar's Office at regofc@hamilton.edu or call 315-859-4637